



Minnesota Regional Transit  
Board: Records.

**Copyright Notice:**

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit [www.mnhs.org/copyright](http://www.mnhs.org/copyright).



**REGIONAL TRANSIT BOARD**

Mears Park Centre  
230 East 5th Street  
St. Paul, Minnesota 55101  
612/292-8789

## **MEETING OF THE COMMITTEE OF THE WHOLE**

Monday, October 8, 1990

Mears Park Centre Chambers

5:00 p.m. or Immediately Following  
the Board Meeting

### **AGENDA**

1. Call to Order and Roll Call
2. Approval of Agenda
3. Continued Review of the RTB 1991 Budget and Work Plan
  - Review of Light Rail Transit Work Program (continued)
  - Review of Administration Work Program, Including RTB Capital Program
  - Review of Communications Work Program
  - Transit Providers Other than MTC
4. Other Business

Elwyn Tinklenberg  
Chair

REGIONAL TRANSIT BOARD  
ROLL CALL AND ATTENDANCE SHEET

DATE: 10/8/90

BOARD OR COMMITTEE: Comm of Whole

Member Name	Present	Vote							
Mike Ehrlichmann	✓								
Doris Caranicas (P)	✓								
John Finley (A&F)	✓								
Ruth Franklin (A&F)	✓								
Ed Kranz (A&F)	✓								
Sandra Hilary (P)									
Terry O'Toole (P)	✓								
Jeff Spartz (Chair-P)	✓								
Norbert Theis (P)	✓								
El Tinklenberg (Chair-A)	✓								
Richard Wedell (A&F)	✓								

Visitors

Putzel  
Diaz  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff

ga, ek, hb, jh  
du mummy  
\_\_\_\_\_  
\_\_\_\_\_

*Handout - CW*  
*10/6/90*

**REGIONAL TRANSIT BOARD  
PROPOSED 1991 PROVIDER BUDGETS**

	1989 Actual	1990 Estimated	1991 Proposed	Percent Change
<b>Regular Route</b>				
Airport Express (Rt. 39)	18,181	13,263	0	-100%
Medicine Lake Lines	748,900	196,600	0	-100%
Western Suburbs -MTC		850,000	1,120,000	32%
Route 52 -U of M		500,000	500,000	0%
North Suburban Lines	816,510	919,988	900,000	-2%
<b>Total</b>	<b>1,583,591</b>	<b>2,479,851</b>	<b>2,520,000</b>	<b>2%</b>

<b>Opt Out</b>				
Plymouth	433,910	800,697	701,000	-12%
Shakopee	217,661	209,640	250,000	19%
Southwest Metro	910,830	1,078,637	1,200,000	11%
Maple Grove		412,000	657,000	59%
Mn Valley Transit		240,000	3,016,000	1157%
<b>Total</b>	<b>1,562,401</b>	<b>2,740,974</b>	<b>5,824,000</b>	<b>112%</b>

<b>Rural</b>				
Anoka County	85,646	105,000	44,000	-58%
Carver County	104,650	131,359	144,495	10%
Dakota Volunteer	10,800	18,277	20,000	9%
DARTS (Dakota Co.)	376,008	396,110	400,000	1%
HSI (Washington Co.)	224,960	236,573	240,000	1%
Scott County	81,241	97,558	117,070	20%
Senior Community	57,035	56,094	60,000	7%
Senior Transp. Prog	15,600	16,200	18,000	11%
Westonka	15,559	13,500	12,000	-11%
<b>Total</b>	<b>971,499</b>	<b>1,070,671</b>	<b>1,055,565</b>	<b>-1%</b>

<b>Small Urban</b>				
Columbia Heights	21,420	23,523	25,000	6%
Hastings - TRAC	61,775	71,276	75,000	5%
Hopkins	39,000	37,692	40,000	6%
NEST (Northeast Sub.)	95,610	116,121	140,000	21%
STEP (St. Louis Pk.)	8,205	8,492	9,000	6%
White Bear Area	102,508	108,464	120,000	11%
<b>Total</b>	<b>328,518</b>	<b>365,568</b>	<b>409,000</b>	<b>12%</b>

	1989 Actual	1990 Estimated	1991 Proposed	Percent Change
<b>Metro Mobility</b>				
Provider Subsidy	11,200,000	12,943,624	15,000,000	16%
<b>MTC</b>				
Regular Route	61,884,600	66,825,914	62,000,000	-7%
Jobseekers	405,000	500,000	500,000	0%
MMAC	648,897	834,647	918,111	10%
Minnesota Rideshare	695,966	669,826	636,335	-5%
<b>Total</b>	<b>63,634,463</b>	<b>68,830,387</b>	<b>64,054,446</b>	<b>-7%</b>
<b>Current Service Demos.</b>				
ABC Weekender	105,416	50,000	0	-100%
Roseville Area Circulato	480,000	550,000	521,400	-5%
Anoka County Traveler		230,000	480,000	109%
Rideshare TDM		255,000	150,000	-41%
<b>Total</b>	<b>585,416</b>	<b>1,085,000</b>	<b>1,151,400</b>	<b>6%</b>
<b>TOTAL</b>	<b>79,865,888</b>	<b>89,516,075</b>	<b>90,014,411</b>	<b>1%</b>
<b>(w/o New Services)</b>				
<b>New Service Demos.</b>				
<u>MTC Improvements</u>				
I-394			250,000	
I-35W			500,000	
Reverse Commute			500,000	
<u>RTB Initiatives</u>				
I-494 Peak Hour DAR			175,000	
Community DAR			300,000	
Entrepreneurial Grant			300,000	
Reverse Commute Pilot			165,000	
Travel Skills Incentive			400,000	
<b>Total</b>			<b>2,590,000</b>	
<b>Grand Total</b>	<b>79,865,888</b>	<b>89,516,075</b>	<b>92,604,411</b>	<b>3%</b>

FINLEY



**REGIONAL TRANSIT BOARD**

**1991 Work Program & Budget**

July 19, 1990 Version

## TABLE OF CONTENTS

Sources & Uses of Funds - Expense Category	1
Sources & Uses of Funds - Work Program	2
1991 Work Programs Comparison	3
Transit Assistance Overview	4
Estimated Consultant Fees - 1991	5

### Work Programs

91-01	Policy Management	6
91-02	Executive Director's Office	8
91-03	Planning & Programs Administration	10
91-04	Transportation Planning Process	12
91-10	Elderly & Disabled Transit Planning	14
91-11	Regional Rideshare & Travel Demand (TDM) Planning & Implementation	16
91-13	Transit System Improvement & Implementation Planning	18
91-14	Transit Programs Administration & Evaluation	20
91-15	Administration	22
91-16	Finance	24
91-17	Personnel	26
91-19	Public Information Office	28
91-23	Light Rail Transit Planning & Coordination	30
91-26	Planning & Implementation of New Services	32
91-27	Community Relations	34

### Personnel

1991 Staff Complement	37
-----------------------	----

### Capital Program

91-20	Capital Program	39
-------	-----------------	----

1991  
**REGIONAL TRANSIT BOARD**  
**SOURCES AND USES OF FUNDS**  
**EXPENSE CATEGORY**

Sources of Funds	TOTAL GENERAL FUND	TOTAL SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS
1/1/1991			
<b>*Beginning Fund Balance</b>	887,386	5,280,933	6,168,319
<b>Revenues</b>			
Property Taxes	0	62,928,452	62,928,452
1990 State Appropriation	1,350,000	22,902,000	24,252,000
Federal Grants			
Section 8	300,000	0	300,000
Competitive Services	25,000	0	
Entrepreneurial Grant	0	300,000	
Federal Aid Urban	0	104,000	104,000
Bond Issues	812,500	0	812,500
Interest/Misc.	150,000	625,000	775,000
1991 Agency Reimbursement	0	3,182,500	3,182,500
<b>Total Sources of Funds</b>	<b>3,524,886</b>	<b>95,322,885</b>	<b>98,847,771</b>
<b>Expenditures</b>			
Salaries & Benefits	1,375,339	387,534	1,762,873
Transit Provider Expense	0	92,754,411	92,754,411
Per Diems	50,000	0	50,000
Travel	131,000	9,500	140,500
Professional/Technical	486,000	490,000	976,000
MC Chargebacks	244,000	0	244,000
Occupancy	226,200	0	226,200
Materials & Supplies	29,000	0	29,000
Printing & Publishing	111,500	15,000	126,500
Leases & Rentals	25,000	0	25,000
Casualty & Liability Ins.	72,000	0	72,000
Other exp.	52,600	0	52,600
Indirect Cost transfer	-286,898	286,898	0
Capital	837,500	0	837,500
<b>TOTAL EXPENDITURES</b>	<b>3,353,241</b>	<b>93,943,343</b>	<b>97,296,584</b>
<b>12/31/91 Ending Fund Balance</b>	<b>171,645</b>	<b>1,379,542</b>	<b>1,551,187</b>

Does not include debt service levy

**REGIONAL TRANSIT BOARD  
SOURCES AND USES OF FUNDS  
1991 BUDGET BY WORK PROGRAM**

Sources of Funds 1/1/91	TOTAL GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SMALL URBAN	LRT	NEW SER/TEST	TOTAL SPECIAL FUNDS	TOTAL ALL FUNDS
Beginning Fund Balance *	887,386	2,120,448	0	0	382,413	571,554	2,206,518	5,280,933	6,168,319
1991 Revenues									
Property Taxes		56,587,142		5,827,500	513,809			62,928,452	62,928,452
State Appropriation	1,350,000	10,854,000	9,504,000	0	894,000	0	1,650,000	22,902,000	24,252,000
Federal								0	0
Section 8	300,000							0	300,000
Competitive Services	25,000							0	25,000
Entrepreneurial Grant							300,000	300,000	300,000
FAU grant	0	104,000						104,000	104,000
Bond Issues	812,500							0	812,500
Interest/Misc.	150,000	400,000	0	150,000	20,000	15,000	40,000	625,000	775,000
1991 Agency Reimbursement			3,182,500					3,182,500	3,182,500
<b>Total Sources of Funds</b>	<b>3,524,886</b>	<b>70,065,590</b>	<b>12,686,500</b>	<b>5,977,500</b>	<b>1,810,222</b>	<b>586,554</b>	<b>4,196,518</b>	<b>95,322,885</b>	<b>98,847,771</b>
<b>1991 Expenditures</b>									
91-01 Policy	336,924							0	336,924
91-02 Executive Director	157,160							0	157,160
91-03 P & P Administration	194,353							0	194,353
91-04 Transportation Planning	154,874							0	154,874
91-10 Elderly/Disabled	113,224							0	113,224
91-11 Rideshare Planning	83,701							0	83,701
91-13 Transit System Planning	371,880							0	371,880
91-14 Transit Programs Admin.	80,377	65,878,229	15,918,111	5,918,244	1,542,574			89,257,158	89,337,535
91-15 Administration	524,514							0	524,514
91-16 Finance	290,769							0	290,769
91-17 Personnel	60,022							0	60,022
91-19 Public Information	374,920							0	374,920
91-20 Capital	837,500							0	837,500
91-23 Light Rail Transit	0					343,083		343,083	343,083
91-26 New Services/Grants	0						4,056,204	4,056,204	4,056,204
91-27 Community Relations	59,921							0	59,921
Indirect Cost allocation	-286,898	37,113		15,232	22,164	130,020	82,369	286,898	0
<b>TOTAL EXPENDITURES</b>	<b>3,353,241</b>	<b>65,915,342</b>	<b>15,918,111</b>	<b>5,933,476</b>	<b>1,564,738</b>	<b>473,103</b>	<b>4,138,573</b>	<b>93,943,343</b>	<b>97,296,584</b>
Fund Transfers		-3,231,611	3,231,611						0
12/31/91 Ending Fund Balance	171,645	918,637	0	44,024	245,484	113,451	57,945	1,379,542	1,551,187

Includes legislative cuts in 1991

**REGIONAL TRANSIT BOARD  
1991 BUDGET  
WORK PROGRAMS**

Sources of Funds	1988 Actual	1989 Actual	1990 Budget	1991 Budget
1/1/1991				
<b>Beginning Fund Balance</b>	8,202,946	13,293,574	13,610,935	6,168,319
<b>Revenues</b>				
Property Taxes	50,545,880	54,768,981	59,087,748	62,928,452
State Appropriation	26,634,000	26,016,944	24,615,000	24,252,000
Federal Grants	786,183	659,437	647,650	729,000
Bond Issues	0	0	1,600,000	812,500
Interest/Misc.	1,192,596	1,580,486	1,327,119	775,000
1991 Agency Reimbursement	0	0	795,625	3,182,500
<b>Total Sources of Funds</b>	<b>87,361,605</b>	<b>96,319,421</b>	<b>101,684,077</b>	<b>98,847,771</b>
<b>Expenditures</b>				
91-01 Policy Management	244,166	272,192	349,878	336,924
91-02 Executive Director	185,099	163,401	235,325	157,160
91-03 P & P Administration	384,672	183,388	119,500	194,353
91-04 Transportation Planning	131,237	138,860	159,979	154,874
91-10 Elderly & Disabled	139,883	82,447	112,001	113,224
91-11 Rideshare Planning	76,371	15,085	114,433	83,701
91-12 I-394	9,546	7,299	0	0
91-13 Transit System Planning	164,143	286,088	376,728	371,880
91-14 Transit Programs	71,091,405	79,444,252	88,931,592	89,337,535
91-15 Administration	442,945	416,071	460,347	524,514
91-16 Finance	183,969	172,207	270,425	290,769
91-17 Personnel	53,902	94,307	69,271	60,022
91-19 Public Information	106,375	142,387	348,563	374,920
91-20 Capital	270,031	109,925	1,674,000	837,500
91-22 Competitive Transit	32,486	84,636	0	0
91-23 Light Rail Transit	384,793	436,167	797,784	343,083
91-26 New Services	167,009	524,650	1,260,218	4,056,204
90-27 Community Grants	0	135,124	172,769	0
91-27 Community Relations	0	0	0	59,921
91-28 Regional Coordination	0	0	62,944	0
<b>TOTAL EXPENDITURES</b>	<b>74,068,031</b>	<b>82,708,486</b>	<b>95,515,757</b>	<b>97,296,584</b>
<b>12/31/91 Ending Fund Balance</b>	<b>13,293,574</b>	<b>13,610,935</b>	<b>6,168,320</b>	<b>1,551,187</b>

Work programs summary does not include debt service levy.

**REGIONAL TRANSIT BOARD  
1991 BUDGET  
TRANSIT ASSISTANCE**

	1988 ACTUAL	1989 ACTUAL	1990 BUDGET	1991 BUDGET
Regular Route				
MTC	55,859,834	61,538,263	66,825,914	62,000,000
Other	1,499,289	1,827,689	2,479,851	2,520,000
<b>Total</b>	<b>57,359,123</b>	<b>63,365,952</b>	<b>69,305,765</b>	<b>64,520,000</b>
Rural Systems	815,131	994,971	1,070,671	1,055,565
Small Urban Syst	262,033	325,083	365,568	409,000
Opt-Out	1,455,532	1,461,945	2,740,974	5,824,000
Metro Mobility				
Providers	9,575,659	11,490,685	12,943,624	15,000,000
MMAC	514,555	699,547	834,647	918,111
<b>Total</b>	<b>10,090,213</b>	<b>12,190,232</b>	<b>13,778,271</b>	<b>15,918,111</b>
Rideshare	581,632	633,606	669,826	636,335
Jobseekers	378,578	361,677	500,000	500,000
New Services/Te Marketing	40,422	506,878	1,085,000	3,741,400
<b>TOTALS</b>	<b>70,982,664</b>	<b>79,840,344</b>	<b>89,516,075</b>	<b>92,604,411</b>

**Regional Transit Board  
Summary of Estimated Consultant Fees  
1991 Budget**

			Program Total
<b>Legal Fees</b>			
91-01	Policy Management	20,000	20,000
91-02	Executive Director & Gen. Admin	60,000	60,000
<b>Consultant &amp; Contractual Services</b>			
91-03	CTS contract (carryover from 90)	110,000	110,000
91-10	Handicapped Transportation		
	*Interpreter and translation services	15,000	15,000
91-13	Transit System Impr. & Impl		
	* Market Research	25,000	
	*Transit Hubs	40,000	
	*New Concepts	25,000	90,000
91-14	Transit Prog. Admin & Evaluation		
	*Program dev./tech workshops	25,000	
	*Consumer Marketing Research	100,000	
	*Operations reviews/mgmt performance audits	200,000	325,000
91-15	Administration	2,000	2,000
91-16	Finance		
	*1990 Audit	16,000	16,000
91-19	Public Information Office		
	*General Informational Materials	39,000	
	*Displays & Conference	44,000	
	*LRT	15,000	
	*Regional Coordination	50,000	148,000
91-23	Light Rail Transit Planning		
	*Public Info/Public Realties	50,000	
	* Other LRT Analysis	100,000	150,000
91-26	New Services/Grant Programs		
	*Development, Impl. and Evaluation of New Services	40,000	40,000
<b>Total proposed expenditures</b>		<b>\$976,000</b>	<b>\$976,000</b>

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER:** 91-01

**ACTIVITY TITLE:** Policy Management

---

---

**PURPOSE:**

To support the activities of the Regional Transit Board, its Chair and the Assistant to the Chair.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Policy direction for transit planning activities and transit programs.
- Staff assistance to the Chair and the Board in the adoption of Board policies and programs.
- Legislative program and maintenance of intergovernmental communications.

## Policy Management 91-01

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Chair	1,700		1,768	1,800	1,708	1734
Assistant to the Chair	1,730		1,768	1,378	1,760	1760
Administrative Assistant	870		884	1,443	1,734	1734
Executive Assistant						906
Interns						1020
<b>TOTAL</b>	<b>4,300</b>	<b>4,617</b>	<b>4,420</b>	<b>4,621</b>	<b>5,202</b>	<b>7,154</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	118,200	124,750	129,100	139,491	157,678	181,724
Transit Provider Expense						
Per Diems	40,000	34,800	50,000	35,900	50,000	50,000
Travel	39,000	39,026	60,000	46,957	60,000	60,000
Professional and Technical	28,000	19,358	20,000	38,172	58,000	20,000
Metropolitan Council Chargebacks	16,900	25,484	17,000	10,984	24,000	25,000
Occupancy						
Materials and Supplies		17				
Printing and Publishing		470				
Equipment Maintenance		100			200	200
Leases and Rentals						
Casualty and Liability						
Other	600	160	100	688		
General Overhead - Support	143,500					
<b>TOTAL EXPENDITURES</b>	<b>386,200</b>	<b>244,166</b>	<b>276,200</b>	<b>272,192</b>	<b>349,878</b>	<b>336,924</b>
** (less overhead - for comp)	-143,500					
<b>Total w/o overhead</b>	<b>242,700</b>	<b>244,166</b>	<b>276,200</b>	<b>272,192</b>	<b>349,878</b>	<b>336,924</b>
<b>REVENUES</b>						
General Fund	386,200	244,166	276,200	272,192	349,878	336,924
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>386,200</b>	<b>244,166</b>	<b>276,200</b>	<b>272,192</b>	<b>349,878</b>	<b>336,924</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER: 91-02**

**ACTIVITY TITLE: Executive Director's Office**

---

---

**PURPOSE:**

To carry out the administrative responsibilities of the Regional Transit Board with the assistance of the Director of Planning and Programs and the Comptroller. Major responsibilities include strategic planning, personnel administration, management of RTB's work programs and budget, and implementation of policies and procedures to ensure that Board programs are carried out effectively.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Management of the annual work program and budget to ensure implementation of RTB policies and programs.
- Coordination of the RTB's strategic planning activities.
- Coordination of the RTB staffing plan.
- Coordination of legal services to the Board and departments.
- Implementation of Board decisions through the appointment and executive direction of Board employees.

## Executive Director's Office 91-02

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Executive Director	1730		1768	1,799	1,734	1734
Administrative Assistant	880		884	495		
Community Relations Coordinator				510	1,760	
Secretary				638	1,812	
<b>TOTAL</b>	<b>2,610</b>	<b>2,629</b>	<b>2,652</b>	<b>3,442</b>	<b>5,306</b>	<b>1,734</b>
<b>EXPENDITURES</b>						
					<b>DOLLARS</b>	
Salaries and Benefits	86,300	97,012	93,300	110,241	141,675	82,660
Transit Provider Expense						
Per Diems						
Travel	8,450	7,368	11,000	9,260	9,000	13,000
Professional and Technical	20,000	80,436	98,000	42,957	84,000	60,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance				404	500	500
Leases and Rentals		78				
Casualty and Liability						
Other	150	205	150	540	150	1,000
<b>TOTAL EXPENDITURES</b>	<b>114,900</b>	<b>185,099</b>	<b>202,450</b>	<b>163,402</b>	<b>235,325</b>	<b>157,160</b>
<b>(less overhead - for comp)</b>						
<b>Total w/o overhead</b>	<b>114,900</b>	<b>185,099</b>	<b>202,450</b>	<b>163,402</b>	<b>235,325</b>	<b>157,160</b>
<b>REVENUES</b>						
General Fund	114,900	185,099	202,450	163,402	235,325	157,160
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>114,900</b>	<b>185,099</b>	<b>202,450</b>	<b>163,402</b>	<b>235,325</b>	<b>157,160</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER: 91-03**

**ACTIVITY TITLE: Planning and Programs Administration**

---

---

**PURPOSE:**

To provide personnel, management, support and administration activities for the Planning and Programs division of the Regional Transit Board.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Secretarial and clerical assistance.
- Personnel, management and administrative functions of Director of Planning and Programs, and Planning and Programs Managers.
- Participation in 1992 budget.
- Staff hiring and training.
- Organizational support to the Board, staff, and the general public.

## Planning and Programs Administration 91-03

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	780		706	778	434	650
Manager of Planning	160		153	171	157	133
Manager of Programs	180		153	167	157	139
Planner				16		
Administrative Assistant						1301
Secretaries	1730		1768	3,147	1,773	
Clerk/Typist	1810		1768			558
Interns				241		
<b>TOTAL</b>	<b>4,660</b>	<b>5,162</b>	<b>4,548</b>	<b>4,520</b>	<b>2,521</b>	<b>2,781</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	86,800	143,700	88,400	84,959	61,500	69,853
Transit Provider Expense						
Per Diems						
Travel	13,550	25,731	13,200	27,450	18,000	12,000
Professional and Technical	2,500	210,000	52,500	53,582	40,000	110,000
Metropolitan Council Chargebacks	10,900	382	11,000	7,107		
Occupancy						
Materials and Supplies		97				
Printing and Publishing		621		5,765		
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other	550	4,140	10,750	4,525		2,500
General Overhead - Support	132,500					
<b>TOTAL EXPENDITURES</b>	<b>246,800</b>	<b>384,672</b>	<b>175,850</b>	<b>183,388</b>	<b>119,500</b>	<b>194,353</b>
** (less overhead - for comp)	-132,500					
<b>Total w/o overhead</b>	<b>114,300</b>	<b>384,672</b>	<b>175,850</b>	<b>183,388</b>	<b>119,500</b>	<b>194,353</b>
<b>REVENUES</b>						
General Fund	246,800	384,672	175,850	183,388	119,500	194,353
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>246,800</b>	<b>384,672</b>	<b>175,850</b>	<b>183,388</b>	<b>119,500</b>	<b>194,353</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

## 1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

---

**ACTIVITY NUMBER:** 91-04

**ACTIVITY TITLE:** Transportation Planning Process

---

---

### **PURPOSE:**

To conduct activities related to the federally mandated urban transportation planning process, conduct the business of the Providers' Advisory Committee, and to participate in the Metropolitan Council's Technical Advisory Committee and Transportation Advisory Board activities.

---

---

### **MAJOR PRODUCTS AND ACTIVITIES:**

- Staff and conduct the bi-monthly business of the Providers' Advisory Committee (PAC).
- Complete the transit elements of the Transportation Improvement Program (TIP) and submit to the Metropolitan Council.
- Participate in the activities of the Metropolitan Council's Transportation Advisory Board (TAB) and Technical Advisory Committee (TAC) and sub-committees.
- Complete the 1992 Unified Planning Work Program (UPWP) and 1991 Quarterly Reports and submit to the Metropolitan Council.
- Complete project reviews, referrals, and comprehensive plan amendment reviews.

## Transportation Planning Process 91-04

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	210		170	66	146	167
Manager of Planning	330		289	227	261	217
Manager of Programs	270		102	25	35	
Senior Project Managers			34	25	68	
Planners	1390		850	239	336	313
Project Administrator	590		544	94	35	
Engineer/Planner	80					
Interns	1300		340			
<b>TOTAL</b>	<b>4170</b>	<b>800.5</b>	<b>2329</b>	<b>676</b>	<b>881</b>	<b>697</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	73,500	13,536	50,400	15,804	24,979	20,874
Transit Provider Expense						
Per Diems						
Travel	3,500	326	5,000		5,000	
Professional and Technical				295		
Metropolitan Council Chargebacks	192,100	117,375	190,000	122,760	130,000	134,000
Occupancy						
Materials and Supplies	2,000					
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support	116,100					
<b>TOTAL EXPENDITURES</b>	<b>387,200</b>	<b>131,237</b>	<b>245,400</b>	<b>138,860</b>	<b>159,979</b>	<b>154,874</b>
** (less overhead - for comp)	-116,100					
<b>Total w/o overhead</b>	<b>271,100</b>	<b>131,237</b>	<b>245,400</b>	<b>138,860</b>	<b>159,979</b>	<b>154,874</b>
<b>REVENUES</b>						
General Fund	387,200	131,237	245,400	138,860	159,979	154,874
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>387,200</b>	<b>131,237</b>	<b>245,400</b>	<b>138,860</b>	<b>159,979</b>	<b>154,874</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

## 1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

---

**ACTIVITY NUMBER:** 91-10

**ACTIVITY TITLE:** Elderly and Disabled Transit Planning

---

---

**PURPOSE:**

To formulate plans for the development and coordination of elderly and disabled transit services for the elderly and persons with disabilities in the metropolitan area. To conduct public policy research and identify service improvement opportunities. To ensure participation in the transit planning process.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Transportation Accessibility Advisory Committee (TAAC) meetings.
- Accessibility policy development.
- Projection of transportation needs for persons with disabilities.
- 16(b)(2) funding application review and analysis.
- Legislative reports.
- Market analysis for new service options.
- Metro Mobility policy improvements.

## Elderly and Disabled Transit Planning 91-10

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	70		128	10	42	167
Manager of Planning	80		68	4		
Manager of Programs	310		204	311	179	331
Senior Project Managers				558	513	517
Paratransit Analyst				863	714	906
Accessibility Specialist Planners	200		340	1,344 169	1,812	1812
Project Administrators	920		2,040			
Interns	300		408	19	1,040	440
<b>TOTAL</b>	<b>1,880</b>	<b>1,739</b>	<b>3,188</b>	<b>3,278</b>	<b>4,300</b>	<b>4,173</b>
<b>EXPENDITURES</b>						
	<b>DOLLARS</b>					
Salaries and Benefits	37,300	29,379	63,300	66,191	75,001	86,224
Transit Provider Expense						
Per Diems						
Travel	2,200	702	1,000	2,126	2,000	2,000
Professional and Technical	30,000	98,589	25,000	11,558	30,000	15,000
Metropolitan Council Chargebacks	1,900	2,530	2,000	1,292	5,000	10,000
Occupancy						
Materials and Supplies						
Printing and Publishing	5,000	8,682		1,235		
Equipment Maintenance				45		
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support	54,800					
<b>TOTAL EXPENDITURES</b>	<b>131,200</b>	<b>139,883</b>	<b>91,300</b>	<b>82,447</b>	<b>112,001</b>	<b>113,224</b>
<b>** (less overhead - for comp)</b>	<b>-54,800</b>					
<b>Total w/o overhead</b>	<b>76,400</b>	<b>139,883</b>	<b>91,300</b>	<b>82,447</b>	<b>112,001</b>	<b>113,224</b>
<b>REVENUES</b>						
General Fund	131,200	139,883	91,300	82,447	112,001	113,224
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>131,200</b>	<b>139,883</b>	<b>91,300</b>	<b>82,447</b>	<b>112,001</b>	<b>113,224</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER:** 91-11

**ACTIVITY TITLE:** Regional Rideshare and Travel Demand  
Management (TDM) Planning and Implementation

---

---

**PURPOSE:**

To plan and implement Regional Rideshare and Travel Demand Management strategies, including providing technical assistance to communities, businesses, developers and Transportation Management Organizations.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Provide technical assistance on the development of TDM strategies, HOV facilities, park-and-ride lots, regulatory tools, and TDM capital improvements.
- Identify new program needs and financial backing required.

Regional Rideshare and Travel Demand Mgmt. (TDM) Planning and Implementation 91-11

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	50		85	8	42	83
Manager of Planning	100		204	53	261	217
Manager of Programs	100		51	23	35	174
Planners	200		1530	17	417	367
Sr. Project Manager						361
Project Administrators	410		246.5	312	358	
Interns	50		850	2		440
<b>TOTAL</b>	<b>910</b>	<b>713</b>	<b>2,967</b>	<b>415</b>	<b>1,113</b>	<b>1,642</b>
<b>EXPENDITURES</b>						
	<b>DOLLARS</b>					
Salaries and Benefits	19,300	12,983	51,200	8,388	26,433	35,701
Transit Provider Expense	651,000					
Per Diems						
Travel	2,200	109	1,000	236	3,000	3,000
Professional and Technical	10,000	21,411	40,000	6,461	40,000	
Metropolitan Council Chargebacks	9,000	41,868	10,000		45,000	45,000
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support	26,900					
<b>TOTAL EXPENDITURES</b>	<b>718,400</b>	<b>76,371</b>	<b>102,200</b>	<b>15,085</b>	<b>114,433</b>	<b>83,701</b>
<b>** (less overhead - for comp)</b>	<b>-26,900</b>					
<b>Total w/o overhead</b>	<b>691,500</b>	<b>76,371</b>	<b>102,200</b>	<b>15,085</b>	<b>114,433</b>	<b>83,701</b>
<b>REVENUES</b>						
General Fund	357,400	76,371	102,200	15,085	114,433	83,701
Special Revenue Funds	361,000					
<b>TOTAL REVENUES</b>	<b>718,400</b>	<b>76,371</b>	<b>102,200</b>	<b>15,085</b>	<b>114,433</b>	<b>83,701</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

## 1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

---

**ACTIVITY NUMBER:** 91-13

**ACTIVITY TITLE:** Transit System Improvement and Implementation Planning

---

### **PURPOSE:**

To plan and coordinate the implementation of transit improvements and participate in regional transportation projects to ensure that transit alternatives are adequately addressed and considered.

---

### **MAJOR PRODUCTS AND ACTIVITIES:**

- Develop new service initiatives, including regular route service restructuring and suburban paratransit services.
- Development of I-394 timed-transfer transit service plan
- I-494 suburban initiatives demonstration, including improved local crosstown service tied to opening of Mall of America.
- Implementation of I-35W Travel Demand Management strategies, including corridor transit improvements, rideshare measures, and downtown Minneapolis Transportation Management Organization..
- Participate in the I-35W Environmental Impact Statement process to ensure that transit elements are adequately considered..
- Develop Reverse Commute Service Program.
- Administer transit service performance standards.
- Establish and maintain coordination links with agencies responsible for emergency response plans.
- Participate in the I-494 Environmental Impact Statement process, including serving on the Project Management Team.
- Plan and coordinate the implementation of transit hub improvements at Rosedale, Maplewood Mall, Mall of America and other possible locations.
- Participate in the I-94 REMAP process, including serving on the Technical Committee and chairing the transit subcommittee.
- Assist with and coordinate the planning of the Travel Behavior Inventory (TBI).
- Administer 1991 Community Transit Planning Grant Program.
- Provide technical assistance to communities in revision of their comprehensive plans and other requests.
- Assist with other projects and technical assistance requests such as the Minneapolis Uptown transit project, changes in downtown fare boundaries, and other projects.

**Transit System Improvement and Implementation Planning 91-13**

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	150		128	289	217	167
Manager of Planning	260		391	1,253	436	767
Manager of Programs	150		34	168	357	505
Senior Project Managers				610	205	355
Planners	2,870		4,012	3,283	6,199	6534
Project Administrators	150		332	65	70	1176
Paratransit Analyst					70	366
Transit Analyst					70	357
Interns	1,000		850	1,180	1,040	2080
<b>TOTAL</b>	<b>4,580</b>	<b>6,149</b>	<b>5,746</b>	<b>6,848</b>	<b>8,664</b>	<b>12,307</b>
						<b>DOLLARS</b>
<b>EXPENDITURES</b>						
Salaries and Benefits	78,000	109,648	109,800	145,337	180,728	240,380
Transit Provider Expense						
Per Diems						
Travel	4,500	1,701	8,000	30	8,000	11,500
Professional and Technical	150,000	30,216	150,000	136,198	160,000	90,000
Metropolitan Council Chargebacks	6,800	22,476	7,000	4,523	28,000	30,000
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other		102				
General Overhead - Support	125,900					
<b>TOTAL EXPENDITURES</b>	<b>365,200</b>	<b>164,143</b>	<b>274,800</b>	<b>286,088</b>	<b>376,728</b>	<b>371,880</b>
<b>** (less overhead - for comp)</b>	<b>-125,900</b>					
<b>Total w/o overhead</b>	<b>239,300</b>	<b>164,143</b>	<b>274,800</b>	<b>286,088</b>	<b>376,728</b>	<b>371,880</b>
<b>REVENUES</b>						
General Fund	365,200	164,143	274,800	286,088	376,728	371,880
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>365,200</b>	<b>164,143</b>	<b>274,800</b>	<b>286,088</b>	<b>376,728</b>	<b>371,880</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

## 1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

---

**ACTIVITY NUMBER:** 91-14

**ACTIVITY TITLE:** Transit Programs Administration and Evaluation

---

---

**PURPOSE:**

To arrange for the delivery and coordination of regional transit services in the metropolitan area, through program monitoring and evaluation efforts, to ensure service effectiveness, efficiency and responsiveness to identified needs.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Annual review of MTC operating and capital budgets.
- Evaluation of capital funding requests from providers.
- Review service plans and approve budgets for contract services including regular route, opt-out, small urban/rural/exurban, Metro Mobility Administrative Center, and Minnesota Rideshare.
- Apply programs management information system for monthly tracking of operating statistics and performance measures.
- Conduct management performance audits for regular route providers.
- Apply RTB four-factor cost model for semi-annual MTC service evaluation.
- Evaluate MTC contracting of high subsidy services.
- Administer Jobseekers program.
- Develop transit disadvantaged program.
- Monitor Metro Mobility operating statistics and MMAC performance.
- Conduct Metro Mobility consumer research tracking study (consultant services).
- Provide technical assistance to human service agencies to identify transit needs and implement new service options.
- Conduct Metro Mobility trip reimbursement analysis.
- Conduct quarterly RTB provider meetings.
- Plan and conduct workshops on selected topics.
- Expand minority community outreach efforts for plans to improve service and communications.
- Technical assistance to implement entrepreneurial grants for new reverse commute services.
- Introduce new policy initiatives as appropriate.

Transit Programs Administration and Evaluation 91-14

STAFF COMPLEMENT	1988 Budget	1988 Actual	1988 Budget	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	150		150	127.5	177	217	167
Manager of Programs	480		480	850	429	427	331
Contract Administrator					150		
Senior Project Managers				901	1,385	2,225	1,760
Planners					60	126	137
Project Administrators	3570		3570	6953	1,592	1,568	906
Paratransit Analyst						1,028	540
Transit Analyst					678	1,742	1,089
Interns				544	773	1,040	960
<b>TOTAL</b>	<b>4,200</b>	<b>8,677</b>	<b>4,200</b>	<b>9,376</b>	<b>5,244</b>	<b>8,373</b>	<b>5,890</b>

  

EXPENDITURES	DOLLARS						
Salaries and Benefits	89,800	120,949	89,800	193,400	103,251	167,517	119,024
Transit Provider Expense	72,299,200	70,936,242	72,299,200	80,301,350	79,333,446	88,431,075	88,863,011
Per Diems							
Travel	6,600		6,600	8,000	56	8,000	12,500
Professional and Technical	200,000	1,250	200,000	325,000	7,500	325,000	325,000
Metropolitan Council Chargebacks							
Occupancy							
Materials and Supplies							
Printing and Publishing							18,000
Equipment Maintenance							
Leases and Rentals							
Casualty and Liability							
Other		32,964					
General Overhead - Support	125,800		125,800				
<b>TOTAL EXPENDITURES</b>	<b>72,721,400</b>	<b>71,091,405</b>	<b>72,721,400</b>	<b>80,827,750</b>	<b>79,444,252</b>	<b>88,931,592</b>	<b>89,337,535</b>
** (less overhead - for comp)	-125,800		-125,800				
<b>Total w/o overhead</b>	<b>72,595,600</b>	<b>71,091,405</b>	<b>72,595,600</b>	<b>80,827,750</b>	<b>79,444,252</b>	<b>88,931,592</b>	<b>89,337,535</b>

  

REVENUES	DOLLARS						
General Fund	422,200	155,163	422,200	526,400	110,807	500,517	474,524
Special Revenue Funds	72,299,200	70,936,242	72,299,200	80,301,350	79,333,446	88,431,075	88,863,011
<b>TOTAL REVENUES</b>	<b>72,721,400</b>	<b>71,091,405</b>	<b>72,721,400</b>	<b>80,827,750</b>	<b>79,444,252</b>	<b>88,931,592</b>	<b>89,337,535</b>

\* Adj for net working hours  
 \*\* 1989 & 1990 budgets are based on direct charges only

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER:** 91-15

**ACTIVITY TITLE:** Administration

---

---

**PURPOSE:**

To coordinate and administer general office services for the agency; developing and maintaining administrative procedures in conformance with Board policies.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Mears Park Centre joint use coordination.
- Reception and mail distribution.
- Purchasing of equipment.
- Copy and mailing services.
- Equipment and office maintenance.
- Provide and maintain management information systems.

## Administration 91-15

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Comptroller	840		799	979	819	906
Administrative Aides	180		1,607	1,730	1,301	1821
Fiscal Analyst					225	447
Contract & Grant Administrator	1,810		1,768	933	0	0
Secretary	1,360					
Receptionist	1,810		1,768	1,785	1,786	1786
Clerical Assistant			1,768	1,827	1,812	1812
Interns						
<b>TOTAL</b>	<b>6,000</b>	<b>7,613</b>	<b>7,710</b>	<b>7,254</b>	<b>5,943</b>	<b>6,772</b>

  

EXPENDITURES	DOLLARS					
Salaries and Benefits	98,500	116,205	124,300	113,578	102,847	124,064
Transit Provider Expense						0
Per Diems						0
Travel	1,000	994	1,000	3,897	1,000	1,500
Professional and Technical	14,000	24,345	15,000	15,735	2,000	2,000
Metropolitan Council Chargebacks						0
Occupancy	135,000	81,300	155,000	120,204	187,000	226,200
Materials and Supplies	20,000	20,749	27,000	18,329	22,000	25,000
Printing and Publishing	35,500	36,524	25,300	28,992	37,000	32,000
Equipment Maintenance	2,500	8,362	5,000	5,280	8,000	8,000
Leases and Rentals	31,000	57,885	36,000	31,325	20,000	25,000
Casualty and Liability	100,000	85,966	100,000	77,835	72,000	72,000
Other	50,000	10,615		895	8,500	8,750
Office Service Charges						
<b>TOTAL EXPENDITURES</b>	<b>487,500</b>	<b>442,945</b>	<b>488,600</b>	<b>416,071</b>	<b>460,347</b>	<b>524,514</b>
** (less overhead - for comp)	0	0	0		0	
<b>Total w/o overhead</b>	<b>487,500</b>	<b>442,945</b>	<b>488,600</b>	<b>416,071</b>	<b>460,347</b>	<b>524,514</b>

  

REVENUES						
General Fund	487,500	442,945	488,600	416,071	460,347	524,514
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>487,500</b>	<b>442,945</b>	<b>488,600</b>	<b>416,071</b>	<b>460,347</b>	<b>524,514</b>

\* Adj for net working hours  
 \*\* 1989 & 1990 budgets are based on direct charges only  
 1987 Budget and Actual expenses include Program 87-25 (Office Services and Program 87-18 (Contract Procurement)

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER: 91-16**

**ACTIVITY TITLE: Finance**

---

---

**PURPOSE:**

To provide the RTB with the systems and procedures of accounting, treasury and financial management in accordance with the policies of the Board, applicable statutes and standards, and generally accepted practices and procedures. Primary functions are: general accounting; treasury and cash management; financial analysis and reporting; budget coordination and forecasting; internal financial procedures and controls; revenue accounting and tax levies; and program auditing.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Treasury and cash management.
- Annual financial audit for agency.
- Monthly financial statements.
- Accounts payable and payroll.
- 1992 Budget.
- Transit provider contract administration.
- Transit provider contract auditing.

## Finance 91-16

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Comptroller	900		884	959	906	906
Administrative Aides	1180		1,131	266	651	260
Fiscal Analyst			1768	915	1,561	1,340
Program Auditor	1810		1768	1,806	3,598	3,598
Accountant	1810		1768	1,685	1,812	1,812
Secretary	450					
Contract Analyst						1,812
Accounting Clerk	1810					
Bookkeeper	1810		1768	1,543	1,812	3,624
<b>TOTAL</b>	<b>9,770</b>	<b>5,365</b>	<b>9,087</b>	<b>7,174</b>	<b>10,340</b>	<b>13,352</b>

  

<b>EXPENDITURES</b>	<b>DOLLARS</b>					
Salaries and Benefits	126,000	133,987	182,900	144,209	220,925	267,019
Transit Provider Expense						
Per Diems						
Travel	7,700	3,438	7,000	3,796	5,000	5,500
Professional and Technical	84,000	44,980	72,000	22,995	42,500	16,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other	100	1,565	200	1,206	2,000	2,250
<b>TOTAL EXPENDITURES</b>	<b>217,800</b>	<b>183,969</b>	<b>262,100</b>	<b>172,207</b>	<b>270,425</b>	<b>290,769</b>
<b>** (less overhead - for comp)</b>						
<b>Total w/o overhead</b>	<b>217,800</b>	<b>183,969</b>	<b>262,100</b>	<b>172,207</b>	<b>270,425</b>	<b>290,769</b>

  

<b>REVENUES</b>						
General Fund	217,800	183,969	262,100	172,207	270,425	290,769
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>217,800</b>	<b>183,969</b>	<b>262,100</b>	<b>172,207</b>	<b>270,425</b>	<b>290,769</b>

\* Adj for net working hours  
 \*\* 1989 & 1990 budgets are based on direct charges only

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER:** 91-17

**ACTIVITY TITLE:** Personnel

---

---

**PURPOSE:**

To perform services and projects to support the effective use of RTB staff and resources.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Develop and administer personnel code.
- Staff planning.
- Recruitment.
- Employee benefits.
- Salary administration.
- Performance evaluation.
- Job classification.
- Affirmative action.
- Employee training and development.

## Personnel 91-17

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Comptroller	90		85	93	87	
Administrative Aides	450		799	1,439	1,518	1,387
Interns						
<b>TOTAL</b>	<b>540</b>	<b>995</b>	<b>884</b>	<b>1,532</b>	<b>1,605</b>	<b>1,387</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	11,675	18,896	20,000	33,023	38,071	34,522
Transit Provider Expense						
Per Diems						
Travel	3,125	1,910	2,500	1,569	2,500	2,500
Professional and Technical	5,000	10,000	5,000		1,000	
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing	2,000		1,000			
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other	12,700	23,096	17,700	59,715	27,700	23,000
<b>TOTAL EXPENDITURES</b>	<b>34,500</b>	<b>53,902</b>	<b>46,200</b>	<b>94,307</b>	<b>69,271</b>	<b>60,022</b>
<b>** (less overhead - for comp)</b>						
<b>Total w/o overhead</b>	<b>34,500</b>	<b>53,902</b>	<b>46,200</b>	<b>94,307</b>	<b>69,271</b>	<b>60,022</b>
<b>REVENUES</b>						
General Fund	34,500	53,902	46,200	94,307	69,271	60,022
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>34,500</b>	<b>53,902</b>	<b>46,200</b>	<b>94,307</b>	<b>69,271</b>	<b>60,022</b>
<p>* Adj for net working hours</p> <p>** 1989 &amp; 1990 budgets are based on direct charges only</p>						

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER:** 91-19

**ACTIVITY TITLE:** Public Information Office

---

---

**PURPOSE:**

To inform and educate RTB constituents and the public about the RTB and transit activities and programs in the Metro area through external communications, personal contacts and informational materials. To encourage decision makers and the public to participate in the RTB's decision making process.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Develop and distribute RTB promotional materials.
- Annual report.
- Media relations.
- Conferences, public meeting.
- Light Rail Transit communications.
- Market transit system.

## Public Information Office 91-19

<b>STAFF COMPLEMENT</b>	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Public Information Manager	1,810		1,768	1,869	1,812	1812
Public Information Specialist	1,810		1,768	1,313	1,812	1812
Administrative Assistant						260
Clerk Typist						906
Interns	1,000		850			1992
Writer/Editor			1,768	158	1,812	1812
<b>TOTAL</b>	<b>4,620</b>	<b>3,461</b>	<b>6,154</b>	<b>3,340</b>	<b>5,436</b>	<b>8,594</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	67,800	55,732	97,200	63,173	118,863	150,020
Transit Provider Expense						
Per Diems						
Travel	10,500	9,288	16,000	8,986	12,000	5,000
Professional and Technical	11,000	12,140	157,000	33,761	160,300	148,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies	2,500		4,000	29,061	5,000	4,000
Printing and Publishing	45,000	26,521	99,000		46,000	61,500
Equipment Maintenance				342	1,000	1,000
Leases and Rentals	1,000		5,000			
Casualty and Liability						
Other	500	2,695	5,000	7,064	5,400	5,400
<b>TOTAL EXPENDITURES</b>	<b>138,300</b>	<b>106,375</b>	<b>383,200</b>	<b>142,387</b>	<b>348,563</b>	<b>374,920</b>
<b>** (less overhead - for comp)</b>						
<b>Total w/o overhead</b>	<b>138,300</b>	<b>106,375</b>	<b>383,200</b>	<b>142,387</b>	<b>348,563</b>	<b>374,920</b>
<b>REVENUES</b>						
General Fund	138,300	106,375	383,200	142,387	348,563	374,920
Special Revenue Funds						
<b>TOTAL REVENUES</b>	<b>138,300</b>	<b>106,375</b>	<b>383,200</b>	<b>142,387</b>	<b>348,563</b>	<b>374,920</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD  
WORK ACTIVITY STATEMENT**

---

**ACTIVITY NUMBER: 91-23**

**ACTIVITY TITLE: Light Rail Transit Planning and Coordination**

---

---

**PURPOSE:**

To conduct Light Rail Transit (LRT) planning and coordination activities in the Twin Cities Metropolitan Area in cooperation with the Metropolitan Council, regional railroad authorities, communities and others.

---

---

**MAJOR PRODUCTS AND ACTIVITIES:**

- Provide staff support to Joint LRT Advisory Committee and Staff Committee.
- Coordinate LRT/bus planning.
- Conduct LRT communications program.
- Prepare funding applications as appropriate.
- Conduct studies and reports as appropriate.
- Review and approve applications for Mn/DOT LRT funding.
- Review and approve county regional railroad authorities' LRT plans.

## Light Rail Transit Planning and Coordination 91-23

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	150		128	310	208	167
LRT Engineer	1,730		1,768	69	1,812	1,786
Manager of Planning	280		85	636	348	100
Engineer Planner					871	1,812
Interns				112		1,200
Secretary					1,812	1,812
Interns					1,200	
Planners	830		425	87	717	254
<b>TOTAL</b>	<b>2,990</b>	<b>1,381</b>	<b>2,406</b>	<b>1,214</b>	<b>6,968</b>	<b>7,131</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	95,000	31,150	86,900	38,209	188,784	183,583
Transit Provider Expense						
Per Diems						
Travel	2,500	4,788	6,000	3,626	37,000	9,500
Professional and Technical	1,530,000	348,794	222,000	394,297	547,000	150,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies	2,000					
Printing and Publishing					25,000	
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other		61	25,000	35		
General Overhead - Support	106,000					
<b>TOTAL EXPENDITURES</b>	<b>1,735,500</b>	<b>384,793</b>	<b>339,900</b>	<b>436,167</b>	<b>797,784</b>	<b>343,083</b>
<b>** (less overhead - for comp)</b>	<b>-106,000</b>					
<b>Total w/o overhead</b>	<b>1,629,500</b>	<b>384,793</b>	<b>339,900</b>	<b>436,167</b>	<b>797,784</b>	<b>343,083</b>
<b>REVENUES</b>						
General Fund						
Special Revenue Funds	1,735,500	384,793	339,900	436,167	797,784	343,083
<b>TOTAL REVENUES</b>	<b>1,735,500</b>	<b>384,793</b>	<b>339,900</b>	<b>436,167</b>	<b>797,784</b>	<b>343,083</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

## 1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

---

**ACTIVITY NUMBER:** 91-26

**ACTIVITY TITLE:** Implementation of New Services

---

---

### **PURPOSE:**

To implement new transit service demonstration projects. To develop and undertake marketing communications activities including the improvement of coordination between services and providers in the areas of service delivery, marketing and fares. To monitor and evaluate service performance to determine continuation.

---

---

### **MAJOR PRODUCTS AND ACTIVITIES:**

- Coordination of marketing activities with providers and communities to implement new services.
- Evaluation of new services during the 18-month demonstration periods.
- Competitive procurement and provider selection process.
- Service implementation assistance to new community-based transit programs.
  - Minnesota Valley Transit Authority.
- Develop and implement uniform standards for the design and distribution of marketing materials for use by contract service providers and the MTC.
- Formalize transfer reciprocity arrangements.

### Implementation of New Services 91-26

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	75		106	4	146	167
Manager of Planning	240		187	84	87	300
Manager of Programs			102	207	179	331
Senior Project Managers			102	16	179	528
Planners	760		782	347	1,589	1,380
Project Administrators			391	2	1,494	1,908
Interns	600		510	11	1,040	240
<b>TOTAL</b>	<b>1,675</b>	<b>1,278</b>	<b>2,180</b>	<b>671</b>	<b>4,714</b>	<b>4,854</b>
<b>EXPENDITURES</b>						
						<b>DOLLARS</b>
Salaries and Benefits	27,200	25,399	44,300	16,388	83,946	109,804
Transit Provider Expense	1,370,300	40,422	850,000	506,878	1,085,000	3,891,400
Per Diems						
Travel	1,000					
Professional and Technical	50,000	97,341	30,000		91,272	40,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing				1,383		15,000
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other		3,847				
General Overhead - Support	45,100					
<b>TOTAL EXPENDITURES</b>	<b>1,493,600</b>	<b>167,009</b>	<b>924,300</b>	<b>524,650</b>	<b>1,260,218</b>	<b>4,056,204</b>
** (less overhead - for comp)	-45,100					
<b>Total w/o overhead</b>	<b>1,448,500</b>	<b>167,009</b>	<b>924,300</b>	<b>524,650</b>	<b>1,260,218</b>	<b>4,056,204</b>
<b>REVENUES</b>						
General Fund						
Special Revenue Funds	1,493,600	167,009	924,300	524,650	1,260,218	4,056,204
<b>TOTAL REVENUES</b>	<b>1,493,600</b>	<b>167,009</b>	<b>924,300</b>	<b>524,650</b>	<b>1,260,218</b>	<b>4,056,204</b>
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

## 1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

---

**ACTIVITY NUMBER:** 91-27

**ACTIVITY TITLE:** Community Relations

---

---

### **PURPOSE:**

To develop and coordinate activities associated with the internal interaction of the Board with local units of government and citizen groups that encourages information exchange, education, participation and involvement in the Board's programs and activities.

---

---

### **MAJOR PRODUCTS AND ACTIVITIES:**

- Community transit liaison efforts with local governments.
- Assist Chair's Office with outreach efforts (Breakfast meetings, City Council visits, etc.)
- Develop and conduct Annual Transit Forum for government officials.
- Manage and coordinate Community Relations mail list.
- Citizen Awards and Recognition program administration.
- Assist Board members as requested, with their individual relations efforts.
- Liaison, education, and communication with various citizen groups.
- Provide staff assistance to Chair's Local Official's Advisory Committee.
- Coordinate MTC appointment process.
- Monitor RTB programs to ensure adequate citizen participation efforts.
- Coalition-building efforts with government and citizen group for support of transit programs

## Community Relations 91-27

STAFF COMPLEMENT	1988 Budget	1988 Actual	1989 Budget	1989 Actual	1990 Budget	1991 Budget
Community Relations Coord.	---	---	---	---	---	1760
Administrative Assistant	---	---	---	---	---	173
Clerk/Typist	---	---	---	---	---	348
<b>TOTAL</b>						<b>2,281</b>

EXPENDITURES	DOLLARS
Salaries and Benefits	57,421
Transit Provider Expense	
Per Diems	
Travel	2,500
Professional and Technical	
Metropolitan Council Chargebacks	
Occupancy	
Materials and Supplies	
Printing and Publishing	
Equipment Maintenance	
Leases and Rentals	
Casualty and Liability	
Other	
General Overhead - Support	
<b>TOTAL EXPENDITURES</b>	<b>59,921</b>
**(less overhead - for comp)	
<b>Total w/o overhead</b>	<b>59,921</b>

REVENUES	
General Fund	59,921
Special Revenue Funds	
<b>TOTAL REVENUES</b>	<b>59,921</b>

**This page left blank intentionally**

## Regional Transit Board 1991 Staff Complement

	Actual 1988	Actual 1989	Budget 1990	Actual as of 7/9	Budget 1991
<b>Chair</b>					
Chair	1	1	1	1	1
Assistant to the Chair	1	1	1	1	1
Administrative Assistant	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	3	3	3	3
<b>Executive Director's Office</b>					
Executive Director	1	1	1	1	1
Community Relations Coordinator	0	1	1	1	1
Secretary	0	1	1	0	0
Administrative Assistant	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2	3	3	2	2
<b>Public Information</b>					
Public Information Officer	1	1	1	1	1
Public Information Specialist	1	1	1	1	1
Writer-Editor	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	3	3	3	3
<b>Planning &amp; Programs</b>					
Director of Planning & Programs	1	1	1	1	1
Planning Manager	1	1	1	1	1
Programs Manager	1	1	1	1	1
LRT Engineer	0	0	1	1	1
Sr Project Managers	1	1	2	2	2
Planners	3	4	6	4	6
Accessibility Specialist	0	1	1	1	1
Project Administrators	2	2	3	2	2
Paratransit Analyst	0	1	1	1	1
Transit Analyst	0	1	1	1	1
Administrative Assistant	0	0	0	1	1
Secretaries	1	1	2	1	1
Clerk Typist	0	0	0	1	1
Program Assistant	1	0	0	0	0
Clerical Assistant	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	12	14	20	18	20
<b>Administration &amp; Finance</b>					
Comptroller	1	1	1	1	1
Secretary	1	0	0	0	0
Receptionist	1	1	1	1	1
Administrative Aide	1	2	2	2	2
Program Auditor	1	1	2	2	2
Fiscal Analyst	0	1	1	1	1
Contract Analyst	1	0	0	1	1
Accountant	1	1	1	1	1
Bookkeeper	1	1	1	1	2
Clerical Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	8	9	10	11	12
<b>Agency Total</b>	<b>26</b>	<b>32</b>	<b>39</b>	<b>37</b>	<b>40</b>

**This page left blank intentionally**

**REGIONAL TRANSIT BOARD  
CAPITAL PROJECT BUDGET  
1991**

**Project Name:** Office Furniture and Equipment

**Project Number:** 91-20-01

**Source of Funds:** General Fund

**Project Description:**

Includes all furniture for new employees, additions and upgrades for general office use.

**Detail of Expenditures:**

Computer workstations	7,500
Telephone system	4,500
Modular work areas	12,000

**Project total** **\$25,000**

1987 Actual	1988 Actual	1989 Actual	1990 Budget	1990 Est	1991 Budget
32,630.53	270,030.88	49,490.29	75,000	75,000	25,000

**This page left blank intentionally**

**REGIONAL TRANSIT BOARD  
CAPITAL PROJECT BUDGET  
1991**

**Project Name:** 1991 Transit Hubs

**Project Number:** 91-20-02

**Source of Funds:** Local Bonding

**Project Description:**

This is an ongoing project involving development of transit hubs at sites identified in the RTB Five-Year Transit Plan. Transit hub facilities are to be developed jointly with local communities. Total expenditures include engineering, design and constructions costs.

**Detail of Expenditures:**

Mall of America Hub                      562,500 (carryover of 1990 project)

**Project total                      \$562,500**

1987 Actual	1988 Actual	1989 Budget	1990 Budget	1991 Budget
-----	-----	200,000	1,375,000	562,500
-----	-----			

**This page left blank intentionally**

**REGIONAL TRANSIT BOARD  
CAPITAL PROJECT BUDGET  
1991**

**Project Name:** Community Based Transit Capital Assistance

**Project Number:** 91-20-03

**Source of Funds:** Local Bonding- General Fund (Exurban Levy)

**Project Description:**

Project provides capital funding for the capital costs of small urban, rural and exurban providers.

**Detail of Expenditures:**

Provide assistance for community based transit providers for the purchase of approximately 10 small transit vehicles. Projects will be selected on the basis of the RTB Capital Evaluation Process.

**Project total** \$250,000

1987 Budget	1988 Actual	1989 Budget	1989 Actual	1990 Budget	1991 Budget
-----	-----	65,178	60,434.26	225,000	250,000
-----	-----				

1991 Planning, Programs, LRT Budget Presentation  
September 27, 1990

1. Overview of 1991 Planning & Programs Transit Policy, Service & Capital Initiatives and Relationship to 1991 Budget  
Judith Hollander
2. 1991 Planning Activities  
Howard Blin
3. 1991 Programs Activities  
Ed Kouneski
4. 1991 LRT Activities  
Dave Minister

## Key Five-Year Directions for the Regional Transit System

- Providing adequate funding
- Meeting the needs of transit dependent persons
- Responding to changing travel markets and demands
- Relieving traffic congestion
- Enhancing customer service and service quality

## 1991 Transit Policy Initiatives

### Accessibility:

- Monitor purchases of new lift-equipped buses
- Incorporate accessibility features into LRT plans
- Assist community-based dial-a-ride services to become accessible
- Examine feasibility of establishing an information & referral center for available accessible services

### Transit Coordination and Marketing:

- Complete transfer reciprocity across the region
- Investigate & recommend new fixed route numbering system
- Improve existing route maps & schedules to highlight coordinated connections
- Develop new regional transit logo & graphics standards; apply to all providers
- Develop & maintain regional marketing and advertising campaign to promote transit needs

### Provider Selection:

- Continue to involve public agencies, communities & the private sector in the transit planning process
- Review regional transit service procurement guidelines for revision

### Safety and Service Quality:

- Conduct survey research to assess consumer awareness of & attitudes toward transit use; recommend new safety & service quality features
- Require all providers of transit service receiving funding either directly or indirectly from the RTB to establish an anti-drug policy

## 1991 Transit Policy Initiatives (continued)

### Transit for Disadvantaged:

- Assist interested providers & communities with federal entrepreneurial grant applications
- Monitor Jobseekers reduced fare program
- Explore need for improved transit information & service levels for economically disadvantaged populations

### Transportation and Land Use:

- Assist in creation of downtown Minneapolis TMO
- Review comprehensive plans
- Examine parking management strategies

### Energy:

- Monitor alternative fuels research
- Support local alternative fuels demonstrations

## 1991 Transit Service Initiatives

### Light Rail Transit:

- Respond to legislative inquiries/advocate for LRT funding
- Update regional LRT plan
- Review preliminary design & engineering plans
- Coordinate feeder bus planning
- Monitor national LRT projects

### Regular Route Transit:

- Implement accessible service
- Make overload corrections
- Implement reverse-commute enhancements

### Community-Based Services:

- Monitor & evaluate Roseville Circulator
- Monitor and evaluate Anoka County Traveler
- Implement, monitor & evaluate I-494 service
- Assist in implementing and monitoring MVTA internal circulation service

### Special Services:

- Monitor & evaluate trip assurance program
- Implement & evaluate travel skills training

### Rideshare/TDM:

- Monitor regional rideshare program
- Implement, monitor & evaluate TDM projects in I-394, I-35W, I-494, University of Minnesota Space Center and Minneapolis TMO
- Demonstrate accessible vanpool service

### **1991 Transit Capital Initiatives**

- Transit Hubs: Rosedale implementation and work begun on Mall of America
- Provider capital funding

**1991 Planning & Programs Budget Activities**

- 91-03 Planning & Programs Administration
- 91-04 Transportation Planning Process
- 91-10 Elderly & Disabled Transit Planning
- 91-11 Regional Rideshare & Travel Demand Management (TDM)  
Planning & Implementation
- 91-13 Transit System Improvement & Implementation Planning
- 91-14 Transit Programs Administration & Evaluation
- 91-23 Light Rail Transit Planning & Coordination
- 91-26 Planning & Implementation of New Services